EMERGENCY RESPONSE AND EVACUATION POLICY

Knowing the Emergency Plan and being aware of surrounding conditions can mean the difference between quick action and the wrong action. It is the objective of [Organization Name] that all [Organization Name] workers will be adequately prepared to take quick action and evacuate efficiently in the event of an emergency.

SCOPE

This policy will apply to all [Organization Name], Management, workers and contractors.

POLICY

[Organization Name] will develop an Emergency Plan for emergency situations common to the type of work performed by [Organization Name] and typical work locations. We will communicate the Plan and ensure that all equipment and training is made available to ensure the correct and efficient application of this policy.

Every effort will be made to address potential emergency situations; however, if specific emergency procedures have not been developed for an unforeseen emergency, we will utilize procedures that may somewhat apply to the emergency at hand, such as evacuation procedures.

All workers will be instructed to consider worker safety, property and equipment loss in making emergency procedure decisions.

PROCEDURE

**Emergency Procedures – General**

In the event of an emergency the following list covers basic actions to be taken. They apply to almost any emergency and should be followed in sequence.

* Stay Calm – Your example can influence others and thereby aid the emergency response.
* Assess the Situation – Determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken?
* Take Command – The most senior person on the scene should take charge and call, or delegate someone to call, emergency services – generally 911 - and explain the situation. Assign tasks for controlling the emergency.  This action also helps to maintain order and prevent panic.
* Provide Protection – Eliminate further losses and safeguard the area. Control the energy source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.
* Aid and manage – Provide first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival. What has happened to whom and what will continue to happen if no action is taken?
* Maintain Contact – keep emergency services informed of the situation. Contact utilities such as gas and hydro where required. Alert Management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
* Guide Emergency Services – meet services on site. Lead them to the emergency scene. Explain ongoing and potential hazards and cause(s)

**Evacuation**

* Remain calm.
* Immediately shut down all machines and equipment.
* Leave quickly.
* Check that all others in your workspace are leaving as instructed.
* As you exit, quickly check nearby restrooms, closets, etc.
* Accompany and assist any co-worker who appears to need calm direction or assistance.
* Shut all doors behind you as you go. Closed doors can slow the spread of fire and smoke.
* Proceed as quickly as possible in an orderly manner. Do not push or shove.
* Once out of the building, move away from the structure and go to the designated muster station.
* Meet with other members of your work group and remain in the assembly area.
* Wait for further instructions.
* [Insert any other evacuation instructions, and adjust the above instructions as needed].

**Emergency Drills**

Emergency drills will be conducted at least once a year to test emergency plan elements and to make sure the plan is executed well.

Written records of the drills will be kept, and corrective actions will be taken in case of identified deficiencies.